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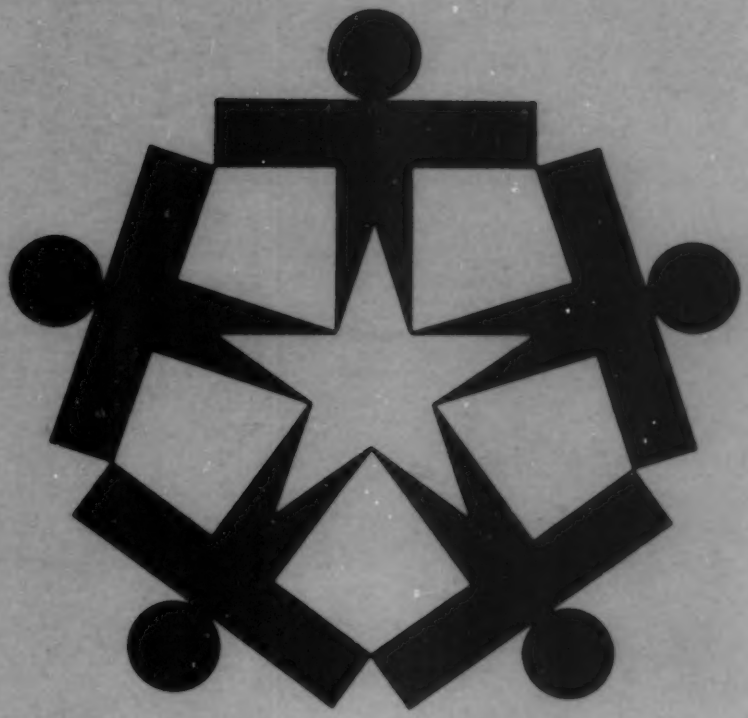

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CAREER PLANNING

8-1

Landau, Jacqueline, Patricia Somers and Lisa M. Amoss.
Do career centers deliver? Journal of career planning & employment, 46:49-52, Summer 1986.
Descriptors: *Career counseling--Administration--Evaluation / *Universities and colleges / *College graduates / Business education.

CAREER STAFFING

8-2

Davidson, Jeffrey P.
Checking references. Supervisory management, 31:29-31, January 1986.
Descriptors: *Reference checks / *Employment references.

8-3

Personnel policies for recruitment and compensation. Baseline data report, 17:1-20, December 1985.
Descriptors: *Recruitment / *Local officials and employees--Pay / Local government.

8-4

Privett, B. Gail.
Four steps to recruiting success. Journal of career planning & employment, 46:46-48, Summer 1986.
Descriptors: *Recruitment--Case studies / *Recruitment--Methods.

CHANGE, ORGANIZATIONAL

8-5

Cobb, Anthony T.
Political diagnosis: applications in organizational development. Academy of Management review, 11:482-496, July 1986.
Descriptors: *Change, Organizational--Research / *Organization development--Research / *Power (Social sciences)--Research.

8-6

Golembiewski, Robert T.
Contours in social change: elemental graphics and a surrogate variable for gamma change. Academy of Management review, 11:550-566, July 1986.
Descriptors: *Change, Organizational--Research.

8-7

Kiechel, Walter, III.
Visionary leadership and beyond. Fortune, 114:127-128, July 21, 1986.
Descriptors: *Change, Organizational / *Organizational effectiveness / *Leadership.

8-8

Manzini, Andrew O. and John D. Gridley.
Human resource planning for mergers and acquisitions: preparing for the "people issues" that can prevent merger synergies. Human resource planning, 9:51-57, no. 2 1986.
Descriptors: *Change, Organizational.

CHANGE, ORGANIZATIONAL (Cont'd)

8-9

Schoonover, Stephen C. and Murray M. Dalziel.
Developing leadership for change. Management review, 75:55-60, July 1986.
Descriptors: *Change, Organizational / *Leadership / *Executives--Responsibilities.

CIVIL SERVICE, FOREIGN

8-10

Judicial review. Public administration (Gt. Brit.), 64:147-161+, Summer 1986.
Partial contents: Judicial review of administrative decisions--a background paper, by John Boynton; Administrative law and judicial review--the practical effects of developments over the last 25 years on administration in central government, by Michael Kerry; Public lawyers and public administrators: prospects for an alliance?, by Gavin Drewry; Changes in judicial review: an outsider's reflections, by Roger Errera.
Descriptors: *Great Britain--Civil service / *Administrative law--Comparative studies / *Judicial review--Comparative studies.

COMMUNICATION

8-11

Crummy communication climate (and how to create it). Management solutions, 31:30-31, July 1986.
Descriptors: *Communication.

COMPENSATION

8-12

Abbasi, Sami M., Joe H. Murrey, Jr. and Kenneth W. Hollman.
Comparable worth: should you reexamine your compensation program?
S.A.M. advanced management journal, 51:26-35, Spring 1986.
Descriptors: *Pay rates / *Pay rates--History / *Pay rates--Administration / *Women--Discrimination / *Pay rates--Cases / *Pay rates--Law and legislation.

8-13

Ameci, Gina.
Overtime pay: avoiding wage/hour violations. Management solutions, 31:18-21, July 1986.
Descriptors: *Overtime pay / *Compensation administration.

8-14

Katz, Marsha, Helen Lavan and Maura Sendelbach Malloy.
Comparable worth: analysis of cases and implications for HR management.
Compensation and benefits review, 18:26-38, May-June 1986.
Descriptors: *Pay rates--Cases / *Women--Pay--Cases.

8-15

Langer, Steven.
How much are companies paying recent college graduates? Personnel journal, 65:146+, June 1986.
Descriptors: *College graduates--Pay / *Masters degree recipients--Pay / *Doctor of philosophy degree recipients--Pay.

COMPENSATION (Cont'd)

8-16

Murdock, Burt A. and Babloo Ramamurthy.
Section 404A legislation: a practical look. Compensation and benefits review, 18:49-58, May-June 1986.
Descriptors: *Deferred compensation--Research.

8-17

Romanoff, Kent, Ken Boehm and Edward Benson.
Pay equity: internal and external considerations. Compensation and benefits review, 18:17-25, May-June 1986.
Descriptors: *Pay rates--Research / *Compensation administration--Research.

8-18

Schuster, Jay R. and Patricia K. Zingheim.
Designing incentives for top financial performance. Compensation and benefits review, 18:39-48, May-June 1986.
Descriptors: *Financial incentives--Research / *Performance-based pay--Research.

8-19

Scofea, Laura.
BLS area wage surveys will cover more areas. Monthly labor review, 109:19-23, June 1986.
Descriptors: *Pay surveys / *Pay survey methods / *Pay rates / U.S. Bureau of Labor Statistics.

8-20

Tuerck, David G.
Fair pay for women: comparable worth or incomparable work? Vital speeches of the day, 52:520-523, June 15, 1986.
Paper presented before the Federalist Society, Boston University Law School, Boston, Massachusetts, March 25, 1986.
Descriptors: *Pay rates--Administration--Evaluation / *Women--Pay--Evaluation / *Women--Discrimination.

COUNSELING

8-21

Braid, Robert W.
Using counseling to end marginal performance. Supervisory management, 31:26-28, January 1986.
Descriptors: *Counseling / *Performance.

8-22

Geoppinger, Kathleen H.
The role of the supervisor in employee assistance programs. Federal managers quarterly (Federal Managers Association), 4:16-17, July 1986.
Descriptors: *Employee counseling / *Supervisors--Responsibilities.

COUNSELING (Cont'd)

8-23

Hellan, Richard T.

An EAP update: a perspective for the '80s. Personnel journal, 65:51-52+, June 1986.

Descriptors: *Employee counseling / *Alcoholic employees--Counseling / *Mental health services.

8-24

Peterson, David W.

The resume as a counseling tool. Journal of counseling and development, 64:410, February 1986.

Descriptors: *Counseling--Methods / *Resumes.

8-25

Young, Richard A.

Counseling the unemployed: attributional issues. Journal of counseling and development, 64:374-378, February 1986.

Descriptors: *Counseling / *Unemployed.

DELEGATION

8-26

Treese, Lorett.

Combatting reverse delegation. Supervision, 48:6-8, July 1986.

Descriptors: *Delegation / *Supervisors--Responsibilities.

ELECTRONIC DATA PROCESSING

8-27

Automating the office--the Government Printing Office, that is. Government executive, 18:34+, June 1986.

Descriptors: *Automation--Case studies / *Printing--Automation / *U.S. Government Printing Office / Federal government.

8-28

Fusselman, Kay.

Do computer skills mean higher pay, better jobs? Secretary, 46:14-17+, June-July 1986.

Descriptors: *Secretaries--Training / *Electronic data processing personnel--Training / *Secretaries--Pay.

8-29

Lewis, Stanley X., Jr., Stanley J. Clark and Mickey W. Vance.

Thwarting computer fraud. Impact: office automation, 9:5+, June 1986.

Descriptors: *Electronic data processing departments--Security measures / *Computer crimes.

8-30

Telecommuting: is your operation ready? Personal report for the executive (Research Institute of America), 12:4-5, July 15, 1986.

Descriptors: *Electronic data processing personnel / *Work at home.

ELECTRONIC DATA PROCESSING (Cont'd)

8-31
Thomas, Ronald R.
Evaluating the electronic cottage. Impact: office automation, 9:11-12, June 1986.
Descriptors: *Electronic data processing personnel / *Work at home.

EMPLOYEE HEALTH AND MEDICAL CARE

8-32
Abramowitz, Michael.
Workers share more of the health-care burden. Washington post (Business supplement), p. 1+, July 7, 1986.
Descriptors: *Health, Employee / *Insurance, Health--Costs.

8-33
Moye, William T.
BLS and Alice Hamilton: pioneers in industrial health. Monthly labor review, 109:24-27, June 1986.
Descriptors: *Health, Employee--History / *Environmental health--History / *Occupational diseases / *U.S. Bureau of Labor Statistics--History.

8-34
Rowe, Mary P., Malcolm Russell-Einhorn and Michael A. Baker.
The fear of AIDS. Harvard business review, 64:28+, July-August 1986.
Descriptors: *Health, Employee / *Chronic diseases / *Chronic diseases--Law and legislation / *Personnel policies.

8-35
Soh, Kay-Cheng.
Locus of control as a moderator of teacher stress in Singapore. Journal of social psychology, 126:257-258, April 1986.
Descriptors: *Stress, Psychological--Research / *Span of control--Research / *Control (Psychology)--Research.

ETHICS

8-36
Gellerman, Saul W.
Why 'good' managers make bad ethical choices. Harvard business review, 64:85-90, July-August 1986.
Descriptors: *Business ethics--Case studies / *Executives--Responsibilities--Case studies / *Executives--Ethics--Case studies / *Industry--Social aspects.

8-37
Trevino, Linda Klebe.
Ethical decision making in organizations: a person-situation interactionist model. Academy of Management review, 11:601-617, July 1986.
Descriptors: *Ethics--Research / *Business ethics--Research / *Ethics--Theory / *Executives--Ethics--Research.

EXECUTIVES

8-38

Reibstein, Larry.

Many hurdles, old and new, keep black managers out of top jobs. Wall Street journal, p. 27, July 10, 1986.

Descriptors: *Afro-American executives / *Minority group executives / *Minority groups--Discrimination.

8-39

Rexford, Stephen J. and Lisa A. Mainiero.

The "right stuff" of management: challenges confronting women. S.A.M. advanced management journal, 51:36-40, Spring 1986.

Descriptors: *Women executives / *Women executives--Attitudes toward / *Women executives--Abilities.

8-40

Tack, William L.

Don't ignore seasoned managers--the case for management cycling. Sloan management review, 27:63-70, Summer 1986.

Descriptors: *Executives--Utilization / *Older worker--Utilization / *Retirees--Utilization.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

8-41

Feuer, Dale.

Brave new managers. Training, 23:42-47, June 1986.

Descriptors: *Executives--Characteristics / *Goals.

8-42

Lorsch, Jay W. and Haruo Takagi.

Keeping managers off the shelf. Harvard business review, 64:60-65, July-August 1986.

Descriptors: *Executives--Characteristics / *Executives--Promotion / *Executives--Motivation.

EXECUTIVES--RESPONSIBILITIES

8-43

Matejka, J. Kenneth and Richard J. Dunsing.

Managing employee rewards. Administrative management, 47:22-24, June 1986.

Descriptors: *Executives--Responsibilities / *Praise / *Financial incentives.

EXECUTIVES--TRAINING

8-44

Layne, Benjamin H. and others.

An international business study program: lessons for managers. S.A.M. advanced management journal, 51:41-46, Spring 1986.

Descriptors: *Executives--Training--Case studies / *Educational exchanges--Case studies / *Management--Study and teaching.

EXECUTIVES--TRAINING (Cont'd)

8-45

Murray, Thomas J.

The new wizard of corporate culture. Dun's business month, 128:36-38, July 1986.

A description of management consultant Stephen R. Covey's executive training program.

Descriptors: *Executives--Training--Case studies / *Management development--Case studies / *Executive effectiveness.

8-46 S/I

Nagashima, Hidesuke.

Building Japanese managers: choosing styles--intimidation vs. introspection. Japan update, p. 16-19, Spring 1986.

Descriptors: *Executives--Training--Comparative studies / *Residential training programs--Comparative studies / *Management development--Comparative studies / *Leadership style--Comparative studies.

GRIEVANCES AND APPEALS

8-47

Baroni, Barry J.

A complaint processing system that will work for your business. Management solutions, 31:22-26, July 1986.

Descriptors: *Grievances--Procedures.

HANDICAPPED

8-48

Solomon, Jeffrey R.

How to work with the rehabilitated mentally ill. Supervisory management, 31:32-35, January 1986.

Descriptors: *Mentally restored / *Supervisors--Responsibilities.

8-49

Volunteers, industry, government: improving lives of the handicapped. Government executive, 18:41, June 1986.

Descriptors: *Handicapped--Rehabilitation / *Volunteers.

HOURS OF WORK

8-50

Hodge, John.

Advice for night-shift managers. Management solutions, 31:10-12, July 1986.

Descriptors: *Shift work / *Night work.

8-51

Serrin, William.

Part-time work new labor trend. New York times, p. 1+, July 9, 1986.

Descriptors: *Part-time work / *Hours of work.

INSURANCE, HEALTH

8-52

Forbes, Daniel.

Cut health care costs, get sued? Dun's business month, 128:38-40, July 1986.

Descriptors: *Insurance, Health--Costs / *Health maintenance organizations.

INSURANCE, HEALTH (Cont'd)

8-53

Traska, M. R.

HMOs: a shake-up (and shakeout) on the horizon? Hospitals, 60:40-43+, February 5, 1986.

Descriptors: *Insurance, Health, *Insurance, Group / *Health maintenance organizations.

INTERVIEWING

8-54

Reid, Pamela Trotman, Lawrence S. Kleiman and Cheryl Brown Travis.

Attribution and sex differences in the employment interview. Journal of social psychology, 126:205-212, April 1986.

Descriptors: *Interviewing--Research / *Women--Attitudes toward / *Prejudices and antipathies--Research.

INVESTIGATIONS

8-55

Eisendrath, John.

Watching the watchdogs. Washington monthly, 18:17-22, July-August 1986.

Descriptors: *Investigators / *Investigations--Administration--Evaluation / *Fraud / Federal government.

JOB SATISFACTION

8-56

Orpen, Christopher.

The effect of job performance on the relationship between job satisfaction and turnover. Journal of social psychology, 126:277-278, April 1986.

Descriptors: *Job satisfaction research / *Performance--Research / *Labor turnover--Research.

LABOR FORCE

8-57

Austin, William M.

The job outlook in brief. Occupational outlook quarterly, 30:2-30, Spring 1986.

Descriptors: *Labor supply / *Occupations / *Employment forecasts.

LABOR-MANAGEMENT RELATIONS

8-58

Rudyk, Andrew.

The relationship between Federal sector arbitration and the Merit Systems Protection Board. Labor law journal, 37:372-377, June 1986.

Descriptors: *Labor-management relations / *U.S. Merit Systems Protection Board / *Arbitration / Federal government.

8-59

Summers, Timothy P., John H. Betton and Thomas A. Decotiis.

Voting for and against unions: a decision model. Academy of Management review, 11:643-655, July 1986.

Descriptors: *Unions--Research / *Union members--Attitudes.

LEADERSHIP

8-60

Dienesch, Richard M. and Robert C. Liden.
Leader-member exchange model of leadership: a critique and further development. Academy of Management review, 11:618-634, July 1986.
Descriptors: *Leadership--Theory / *Leadership--Research.

8-61

Snyder, Neil H.
Leadership: the essential quality for transforming United States businesses. S.A.M. advanced management journal, 51:15-18, Spring 1986.
Descriptors: *Leadership / *Executives--Abilities / *Executives--Characteristics.

MANAGEMENT

8-62

Blai, Boris, Jr.
Eight steps to successful problem solving. Supervisory management, 31:7-9, January 1986.
Descriptors: *Problem solving.

8-63

Blake, Robert R. and Jane S. Mouton.
High-tech management: back to the future? S.A.M. advanced management journal, 51:4-8, Spring 1986.
Descriptors: *Management methods / *Managerial grid / *Technology.

8-64

Blank, Sally J.
'The future ain't what it used to be.' Management review, 75:16-18, July 1986.
Descriptors: *Management / *Planning / *Futures (of society).

8-65

Browning, James W., Frank J. Dellerman and Lloyd H. Hoffman.
Gaming: preparing decision-makers for crisis. Government executive, 18:30+, June 1986.
Descriptors: *Crisis management / *Decision-making / *Game theory.

8-66

Duke, Beth and Connie Sitterly.
Work smart: doing the right job may be just as important as doing the job right. Secretary, 46:25, June-July 1986.
Descriptors: *Time management / *Productivity improvement.

8-67

Ford, Robert C. and M. Gene Newport.
Strategic steps for resolving the committee dilemma. S.A.M. advanced management journal, 51:9-14, Spring 1986.
Descriptors: *Management / *Committees.

8-68

Golden, Terence C.

Shared responsibility: the future of Federal administrative management. Federal managers quarterly (Federal Managers Association), 4:4-6+, July 1986.

Terence Golden is Administrator of the U.S. General Services Administration.

Descriptors: *Management methods / Federal government.

8-69

Guimaraes, Tor.

Human resource needs to support and manage user computing activities in large organizations. Human resource planning, 9:69-80, no. 2 1986.

Descriptors: *Management information systems / *Electronic data processing personnel.

8-70

Harris, Philip R.

The future of management: macromanagement and the NASA heritage. Futures research quarterly (World Future Society), 1:63-83, Winter 1985.

Descriptors: *Management methods / *Risk / *Decision-making / U.S. National Aeronautics and Space Administration.

8-71

Krause, Kitry.

Americans can build good cars. Washington monthly, 18:41-46, July-August 1986.

Descriptors: *Management--Case studies / *Labor-management relations / *Participative management--Case studies / *Automative industry workers / *Productivity--Case studies.

8-72

Lee, Allen S.

What human resource planning and the research on OR/MS/MIS implementation can learn from each other. Human resource planning, 9:59-68, no. 2 1986.

Descriptors: *Management methods--Research / *Operations research / *Management information systems--Research.

8-73

Luconi, Fred L.

Expert systems: the next challenge for managers. Sloan management review, 27:3-14, Summer 1986.

Descriptors: *Management methods / *Artificial intelligence / *Man-machine systems.

8-74

McClenahen, John S.

Career boosters: which projects hold the keys to success? Industry week, 229:41-43+, June 23, 1986.

Descriptors: *Project management / *Innovation.

MANAGEMENT (Cont'd)

8-75

Sherwood, Andrew.

To control costs, manage people better. Management solutions, 31:41-42, July 1986.

Descriptors: *Cost control / *Management methods / *Supervisors--Responsibilities.

8-76

Sutherland, Duncan B., Jr.

The future of the office (of the future). Management review, 75:44-47, July 1986.

Descriptors: *Management / *Technological change / *Office management / *Futures (of society).

MOTIVATION

8-77 Ie543 .G18p

Garfield, Charles.

Peak performers: the new heroes of American business. New York: Morrow, 1986. 333 p.

Descriptors: *Motivation / *Success / *Performance.

8-78

Schenkel, Susan.

Learned helplessness: how to unlearn it; how to avoid it... Secretary, 46:10-13, June-July 1986.

Descriptors: *Motivation / *Success / *Sex roles.

OCCUPATIONS AND OCCUPATIONAL CHOICE

8-79

Anthony, Rebecca.

Wanted: teachers. Journal of career planning & employment, 46:36-39, Summer 1986.

Descriptors: *Teachers--Career opportunities / *Labor supply--Statistics / *Teachers--Statistics.

8-80

Yarrow, Andrew L.

Why men are edging into the secretarial pool. New York times, p. F6, June 29, 1986.

Descriptors: *Secretaries / *Sex roles / *Secretaries--Career opportunities.

8-81

You're a what? Nurse-midwife. Occupational outlook quarterly, 30:35-36, Spring 1986.

Descriptors: *Midwives / *Nurses.

ORGANIZATIONAL BEHAVIOR

8-82

Greenhalgh, Leonard.

Managing conflict. Sloan management review, 27:45-51, Summer 1986.

Descriptors: *Conflict resolution / *Problem solving / *Executives--Abilities.

ORGANIZATIONAL BEHAVIOR (Cont'd)

8-83

Hall, Charles.

The informal organization chart. Supervisory management, 31:40-42, January 1986.

Descriptors: *Organizational behavior / *Organizational structure / *Organization charts.

8-84

Kovach, Jeffrey L.

Go ahead...argue! Industry week, 229:61, June 23, 1986.

Descriptors: *Organizational behavior / *Decision-making--Group method / *Communication.

8-85

McQuade, H. A.

Dealing with office rituals. Administrative management, 47:17-19, July 1986.

Descriptors: *Organizational behavior--Evaluation.

8-86

Pulich, Marcia Ann.

Are you a party to a personality conflict? Management solutions, 31:32-38, July 1986.

Descriptors: *Conflict, Organizational--Case studies / *Problem employees-Case studies.

ORGANIZATIONS

8-87

Barney, Jay B.

Organizational culture: can it be a source of sustained competitive advantage? Academy of Management review, 11:656-665, July 1986.

Descriptors: *Organizations--Climate--Research / *Organizational effectiveness--Research.

8-88

Sullivan, Jeremiah J.

Human nature, organizations, and management theory. Academy of Management review, 11:534-549, July 1986.

Descriptors: *Organizations--Research / *Management theory--Research.

8-89

Wholey, Douglas R. and Jack W. Brittain.

Organizational ecology: findings and implications. Academy of Management review, 11:513-533, July 1986.

Descriptors: *Organizations--Research / *Organizations--Theory.

PARTICIPATIVE MANAGEMENT

8-90

Agencies are increasing employee involvement--and it's working. Federal career insights, 2:2, July 1986.

Descriptors: *Participative management / Federal government.

8-91
Donovan, J. Michael.
Implementing quality circles in white collar work groups. Quality circles journal, 9:4+, June 1986.
Descriptors: *Quality circles / *Participative management.

8-92
Haas, Ain.
Social bases of support for workplace democracy: trends among Swedish workers in Gothenburg 1977-1980. Work and occupations, 13:241-263, May 1986.
Descriptors: *Industrial democracy--Research / *Participative management--Research / *Sweden.

8-93
Hamlin, Richard.
Choosing between directive and participative management. Supervisory management, 31:14-16, January 1986.
Descriptors: *Participative management / *Management methods.

8-94
Kushell, Elliot.
Profitability: the key to successful employee involvement programs. S.A.M. advanced management journal, 51:22-25, Spring 1986.
Descriptors: *Participative management / *Quality circles.

8-95
Landon, David N. and Steve Moulton.
Quality circles: what's in them for employees? Personnel journal, 65:23-24+, June 1986.
Descriptors: *Participative management / *Quality circles / *Decision-making--Group method.

8-96
Marks, Mitchell Lee.
The question of quality circles. Psychology today, 20:36-38+, March 1986.
Descriptors: *Quality circles / *Quality circles--Research.

8-97
Peais, Frank.
Measurement is the key: charting circle success--a model for recognizing quality circle performance. Quality circles journal, 9:14-15+, June 1986.
Descriptors: *Quality circles / *Participative management--Methods.

8-98
Saporito, Bill.
The revolt against 'working smarter.' Fortune, 114:58-60+, July 21, 1986.
Descriptors: *Participative management--Evaluation.

PERFORMANCE EVALUATION

8-99

Alexander Hamilton Institute, Editors.
Will your next performance appraisal land you in court? Management solutions, 31:5-9, July 1986.
Excerpted from Performance Appraisals: the Latest Legal Nightmare, 1986.
Descriptors: *Performance evaluation--Case studies.

8-100

Friedman, Martin G.
10 steps to objective appraisals. Personnel journal, 65:66-71, June 1986.
Descriptors: *Performance evaluation--Administration / *Supervisors--Responsibilities.

8-101

Mallinger, Mark A. and Tom G. Cummings.
Improving the value of performance appraisals. S.A.M. advanced management journal, 51:19-21, Spring 1986.
Descriptors: *Performance evaluation / *Performance evaluation--Administration.

8-102

Riffer, Joyce.
Antitrust law and peer review remain at odds. Hospitals, 60:58, February 5, 1986.
Descriptors: *Performance evaluation--Cases / *Performance evaluation--Methods--Cases / *Physicians.

8-103

Shaw, G. Jerry and William Bransford.
Performance appraisal system is fine-tuned. Federal career insights, 2:6-7, July 1986.
Descriptors: *Performance evaluation / *U.S. Office of Personnel Management--Rules and practice / Federal government.

8-104 Ie398.5 .Un58p

U.S. General Accounting Office.
Performance appraisal information from selected Federal agencies. Washington, 1985. 19 p. (B-217980) (GAO/GGD-86-1)
Descriptors: *Performance evaluation / *Personnel information systems / *U.S. Department of Commerce / *U.S. National Aeronautics and Space Administration / Federal government.

PERFORMANCE MANAGEMENT

8-105

Performance management system in place. Incentive awards notes (U.S. Office of Personnel Management), 32:1+, March-April 1986.
Descriptors: *Performance-based pay / Federal government.

PERSONNEL ADMINISTRATION

8-106 Ie16 .Un58i

U.S. General Accounting Office.

Information on Navy's personnel and pay computer project: fact sheet for the chairman, Subcommittee on Defense, Committee on Appropriations, House of Representatives. Washington, 1986. 19 p. (B-222554) (GAO/IMTEC-86-6FS)

Descriptors: *Personnel administration--Evaluation / Pay administration--Evaluation / *Personnel information systems--Evaluation / U.S. Department of the Navy / Federal government.

PERSONNEL DEPARTMENTS

8-107

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Descriptors: *Personnel departments.

PERSONNEL POLICIES

8-108

Ackerman, Gary L.

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Rep. Ackerman, D., N.Y., is Chairman of the House Resources Subcommittee of the House Post Office and Civil Service Committee.

Descriptors: *Medical and physical examinations / *Drug abusers--Personnel policies / Federal government.

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Descriptors: *Personnel policies / *Insurance, Health / *Insurance, Life / *Executives--Attitudes.

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Descriptors: *Medical and physical examinations--Law and legislation / *Drug abusers--Personnel policies / *Alcoholic employees--Personnel policies.

POSITION MANAGEMENT

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U.S. General Accounting Office.

How certain agencies are implementing the grade reduction program: report to William D. Ford, chairman, Committee on Post Office and Civil Service, House of Representatives. Washington, 1986. 5 p. (B-203027) (GAO/GGD-86-33)

Descriptors: *Position management--Evaluation / *Federal employees--Workforce planning / Federal government.

PRODUCTIVITY

8-112

Rohan, Thomas M.

Selling quality to the troops. Industry week, 229:54-57+, June 23, 1986.

Descriptors: *Productivity improvement / *Quality control / *Management.

8-113

Saporito, Bill.

The revolt against 'working smarter.' Fortune, 114:58-60+, July 21, 1986.

Descriptors: *Participative management--Evaluation / *Quality circles--Evaluation / *Executives--Attitudes / *Middle managers--Attitudes.

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Simmons, Thomas.

Productivity, from A to Zzzzzzzz... New York times, p. F3, July 6, 1986.

Descriptors: *Productivity improvement / *Stress, Psychological / *Rest period.

8-115

Stimson, Richard A.

Quality/productivity improvement: the race for survival. Government executive, 18:37+, June 1986.

Descriptors: Productivity improvement / *Quality control.

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Productivity gains still people-dependent. Industry week, 229:14, June 23, 1986.

Descriptors: Productivity improvement / *Engineers--Productivity.

PROFESSIONAL EMPLOYEES

8-117

Johnson, Robert D.

The influence of gender composition on evaluation of professions. Journal of social psychology, 126:161-167, April 1986.

Descriptors: *Professional employees--Attitudes / *Sex roles--Research / *Occupational surveys--Research.

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Van House, Nancy A.

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Descriptors: *Librarians--Pay / *Librarians--Characteristics / *Professional employees--Pay / *Pay rates--Research.

PUBLIC ADMINISTRATION

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Barry, John M.

Bill Brock's activist Labor Department. Dun's business month, 128:24-27, July 1986.

William E. Brock, III, is U.S. Secretary of Labor.

Descriptors: *U.S. Department of Labor--Administration--Evaluation / *U.S. Department of Labor--Rules and practice / Federal government.

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Lorette, Richard J., H. Charles Walton and Richard J. Hampton.
The Small Business Administration: why it's in trouble. Government executive, 18:46+, May 1986; 18:38-39, June 1986.
Parts 1 and 2 of a two-part article.
Descriptors: *U.S. Small Business Administration--Administration--Evaluation / *Small business / Federal government.

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Efficiency, economy, and "contracting out." Federal managers quarterly (Federal Managers Association), 4:26-27, July 1986.
Descriptors: *Contracts, Government--Administration--Evaluation / Federal government.

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Spiers, Ronald I.
The management challenge at the Department of State. State (U.S. Dept. of State newsletter), p. 5-9, June 1986.
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Descriptors: *Contracts, Government--Cases / *Government liability--Cases / *Torts--Cases / Federal government.

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U.S. General Accounting Office.
Revised factors to compare government and contractor costs are appropriate: report to Bud Schuster, House of Representatives. Washington, 1986. 4 p. (B-221426) (GAO/GGD-86-37)
Descriptors: *Contracts, Government--Costs / *Contractor personnel--Utilization / *Personnel utilization--Cases / Federal government.

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Descriptors: *Reorganization plans / *Senior executive service / *Civil service reform / Federal government.

REDUCTION IN FORCE

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When change means saying: 'you're fired.' Industry week, 230:47-49+, July 7, 1986.

Descriptors: *Reduction in force--Administration / *Removal--Methods / *Employee outplacement--Case studies / Cost reduction.

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U.S. General Accounting Office.

Information on the Office of Personnel Management's reduction-in-force rules: fact sheet to the chairmen of the Post Office and Civil Service Committee and the Human Resources Subcommittee, House of Representatives. Washington, 1986. 3 p. (B-221553) (GAO/GGD-86-39 FS)

Descriptors: *Reduction in force--Administration / *U.S. Office of Personnel Management--Rules and practice / Federal government.

RETIREMENT

8-128

Klein, Alfred.

Why you can't afford to ignore ERISA. Personnel journal, 65:72-79+, June 1986.

Descriptors: *Pensions--Administration / *Pensions--Law and legislation.

8-129

Much, Marilyn.

Is your retirement portfolio on target? Industry week, 230:40-42, July 7, 1986.

Descriptors: *Retirement planning / *Retirement benefits / *Pension financing.

8-130

Roeder, Rick A.

Why defined benefit plans have fallen from favor. Pension world, 22:44-46, July 1986.

Descriptors: *Retirement benefits--Evaluation.

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U.S. General Accounting Office.

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Descriptors: *Retirement, Early--Costs / *Administrative agencies--Administration--Evaluation / Federal government.

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U.S. General Accounting Office.

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Descriptors: *Retirement benefits--Costs / Federal government.

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8-133 Ie711 .Un58sm

U.S. General Accounting Office.
Summary of 1983 Federal pension plan information: report to the ranking minority member, Committee on Education and Labor, House of Representatives. Washington, 1985. 36 p. (B-219842) (GAO/AFMD-85-69)
Descriptors: *Pensions--Administration / *Pension financing / Federal government.

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Hays, Laurie.
New rules on workplace hazards prompt intensified on-the-job training programs. Wall Street journal, p. 31, July 8, 1986.
Descriptors: *Safety / *Safety education, Industrial / *On-the-job training.

8-135

Stark, J. Norman and M. C. D. Stark.
Employees' right to know. Management solutions, 31:27-29, July 1986.
Descriptors: *Safety regulations / *Hazardous occupations.

SECURITY

8-136

Carter, Roy.
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Descriptors: *Security.

SUPERVISION

8-137

Baker, H. Kent and Philip Morgan.
Building a professional image: using "feeling-level" communication. Supervisory management, 31:20-25, January 1986.
Descriptors: *Supervisors--Abilities--Case studies / *Communication techniques--Case studies.

8-138

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Descriptors: *Supervisors--Responsibilities / *Emotionally disturbed employees.

8-139

Lawrie, John W.
How to "grow" your people. Supervisory management, 31:10-12, January 1986.
Descriptors: *Supervisors--Responsibilities / *Training / *Employee development.

SUPERVISION (Cont'd)

8-140

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Power, politics, and the first-line supervisor. Supervisory management, 31:36-39, January 1986.
Descriptors: *Supervisors--Abilities / *Power (Social sciences) / *Control (Psychology).

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Descriptors: *Supervisors--Responsibilities / *Ethics / *Business ethics.

8-142

Sisson, Suzanne.
Getting employees to show initiative. Supervisory management, 31:17-18, January 1986.
Descriptors: *Supervisors--Responsibilities.

8-143

Taibbi, Robert.
Improving supervision with NLP. Supervision, 48:14-16, July 1986.
NLP = neurolinguistic programming.
Descriptors: *Supervisors--Abilities / *Communication.

8-144

Turecamo, Dorrine.
Managing upward. Supervision, 48:9-10, July 1986.
Descriptors: *Supervisors--Responsibilities / *Success in employment.

8-145

Yanker, Marge.
Flexible leadership styles: one supervisor's story. Supervisory management, 31:2-6, January 1986.
Descriptors: *Supervisors--Abilities / *Leadership style.

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The future of testing, edited by Barbara S. Plake and Joseph C. Witt. Hillsdale, N.J.: Lawrence Erlbaum, 1986. 305 p. (Buros-Nebraska Symposium on Measurement & Testing, vol. 2)
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TRAINING

8-147

Dolan, W. Patrick.
Joint training efforts: two industries' approaches. World of work report, 11:1-2, March 1986.
Descriptors: *Training administration--Case studies / *Training methods--Case studies.

TRAINING (Cont'd)

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USAA = United Services Automobile Association.
Descriptors: *Training / *Training costs / Insurance companies.

8-149
Gordon, Jack.
What they don't teach you about being a training manager. Training, 23:22-27+, June 1986.
Descriptors: *Training officers--Training / *Training directors--Responsibilities.

8-150
Spitzer, Dean.
Five keys to successful training. Training, 23:37-39, June 1986.
Descriptors: *Training administration.

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U.S. General Accounting Office.
DOD's training program for polygraph examiners: briefing report for the chairman and ranking minority member, Committed on Armed Services, United State Senate. Washington, 1985. 7 p. (B-221497) (GAO/NSIAD-86-33BR)
Descriptors: *Training evaluation / *Polygraphy / *U.S. Department of Defense / Federal government.

8-152
Zemke, Ron.
Off-site training. Training, 23:56-59+, June 1986.
Descriptors: *Training / *Conference centers / *Training planning.

WOMEN--EMPLOYMENT

8-153
Brenner, O. C. and Joseph Tomkiewicz.
Race differences in attitudes of American business school graduates toward the role of women. Journal of social psychology, 126:251-253, April 1986.
Descriptors: *Sex roles--Research / *Women--Attitudes toward.

8-154
Gerson, Kathleen.
What do women want from men? Men's influence on women's work and family choices. American behavioral scientist, 29:619-634, May-June 1986.
Descriptors: *Women--Employment--Research / *Family (Sociological unit)--Research.

8-155
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Descriptors: *Women--Employment / *Agricultural workers / *Women--Abilities.

WORK LIFE

8-156

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Descriptors: *Day care centers / *Children of working parents.

8-157

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Descriptors: *Work life / *Futures (of society) / *Social change.

8-158

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Descriptors: *Quality of working life / *Productivity.

8-159

Kanter, Rosabeth Moss, David V. Summers and Barry A. Stein.

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Descriptors: *Quality of working life / *Participative management.

8-160

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Descriptors: *Work life--Research / *Self-esteem--Research / *Youth--Attitudes--Research.

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Descriptors: *Quality of working life / *Labor force--Attitudes / *Futures (of society) / *Family (Sociological unit).

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Polsky, Walter L. and Loretta Foxman.

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Descriptors: *Quality of working life / *Morale / *Problem solving.

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Descriptors: *Children of working parents / *Day care centers--Costs / *Day care centers--Comparative studies / Federal government.

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Descriptors: *Employment forecasting--Research / *Workforce planning--Research.

8-165

Ulrich, Dave.

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Descriptors: *Workforce planning--Research / *Personnel research / *Personnel administration.

YOUTH

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Descriptors: *Youth--Employment / *Summer employment / *Labor force.

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